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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 17 March 1955

FROM : Chief, Language and External Training School

SUBJECT: Weekly Activities Report #11  
9 - 15 March 1955

### A. SIGNIFICANT ITEMS

None to Report

## B. OTHER ACTIVITIES

1. Mr. [ ] of the Agency Career Staff effected preliminary coordination with OTR on the draft of letter to be sent by the DCI to appropriate Department of Defense officers announcing Agency selections for attendance at principal colleges in 1955-1956. [ ] amended these letters to reflect current addresses and references to incoming correspondence already received on Agency quotas for the next school year (as of the present we have not obtained an official order allocating quotas to the Agency from the National War College or the Industrial College of the Armed Forces).
2. While on liaison work at the Navy Building, [ ] met the new Commanding Officer of the Signal Corps Intelligence Agency, Colonel Dulaney L. O'Rourke. At present Colonel O'Rourke is attending the Strategic Intelligence School prior to assumption of his new duties.
3. Approximately 25% of delinquent reports of evaluation on external training have been received from training since a follow-up memorandum was addressed to each Training Liaison Officer. Follow-up efforts are being conducted to firmly establish the practice of submitting trainee evaluations more promptly. Subsequently, efforts will be directed to improving the content of these evaluations.
4. Four candidates for the two year Area Specialists (USSR) Program were tested for language proficiency and for evidences of existing knowledge of and interest in the area. Two of the four met the standards of the language testers and the examining panel. One, and possibly two other candidates will apply. All six will be considered by the Qualifications Review Panel on 24 March.

COE NO. [REDACTED] TO [REDACTED] DOC. NO. 4// NO CHANGE  
CLASS IN CLASS; H. [REDACTED] CLASS OBTAINED TO: IS S [REDACTED] REF. JUST. ZZ  
NEXT REV DATE 09 MAY DATE 21 & 19 REVIEW [REDACTED] TYPE DOC. 02  
PGS 3 CREATION DATE [REDACTED] ORG COMP // CPL // ORG CLASS S  
REV CLASS C REV COORD. AUTH: HR 70-3

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5. Six applications for the Area Analysts (Near East) Program have been received. Components sponsoring applicants are ONE (1), O/DDI (1), OTR (1), OCI (1), and DDP (2). It is the understanding of this School that no applications will be made by NEA/DDP. All applications will be considered by the Qualifications Review Panel on 24 March.
6. Still no "takers" for intensive five-month reading courses in Russian and Hungarian.
7. Six people are being tested for proficiency in French on 17 March.
8. [ ] briefed DDP/TO's on enforcement of policies and standards for internal language classes. A conspicuous improvement in student participation, performance and progress has resulted since the School has begun to exert administrative control over student participation and to enforce standards.
9. A weekly written report on performance of each of the <sup>227</sup>~~212~~ persons in internal language classes was sent to each office of the DDI and DDS and to each area division of the DDP.
10. On a "crash" basis, School arranged for admittance of [ ] in intensive Russian at NSA. As arrangements were being completed ORR withdrew its request.
11. [ ] discussed with SR/TO methods of meeting SR's requirement for training 6-10 persons in full-time intensive Russian beginning about 1 October.
12. [ ] has produced for the DTR and Chief, LETS, an analysis of the Semi-Annual Report to Agency components on area, language and external training. Report considers discrepancies between ~~mad~~ and requirements, discrepancies between requirements and requests, comparative costs of training for various components, comparison of costs of internal and external training, and comparison between productive costs (tuition, etc.) and unproductive costs (travel, per diem, etc.) when both are involved.
- ✓ 13. Arrangements have been made with the FSI to distribute the chart on "Time Requirements for Foreign Language Achievement" to all embassies and consulates.

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14. Mr. [ ] Chief, Security Policy Staff, Security Office, inquired last week of [ ] OTR if National War College students from DDP offices were alerted to their identification with the Agency while in student status. Mr. [ ] particular concern was with the case of Mr. [ ] a student there since last August. The problem was referred to LETS. [ ] pointed out that assigning personnel to Department of Defense colleges as an Agency student regardless of source was in a representational capacity. He was furnished a copy of the memorandum of authorization to discuss CIA which is regularly given to each student at the OTR briefing.
 

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15. [ ] discussed with Headquarters Air Research and Development Command the special course on "Parachute Technology" to be given at the Massachusetts Institute of Technology. Sufficient preliminary information was obtained to prepare an Agency memorandum announcing this course. This is the first (and probably the only time) that an educational institution in the United States has offered a course in this field, i.e., a survey of current progress in the application of parachute materials and designs.
16. Current enrollment in the internal language training programs include ~~22~~<sup>23</sup> people. The language laboratory was used 746 hours. With considerable over-all increase in attendance rate for regular courses, it is interesting to note that attendance is poorest in classes organized by special request of individual offices, notably ORR, OSI and FE. Attendance at regular courses last week was 90%; at "special request" courses, 63%. Laboratory use exceeded the over-all number of hours recommended. Prior to current efforts to improve the results of language instruction, lab use was about 52% of recommended minimum.
 

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